

Western Regional Homeland Security Advisory Council
Interoperability / Information Sharing Subcommittee
Meeting Minutes
July 15, 2014 12:30 pm
WMEMS, 168 Industrial Drive, Northampton, Ma.

In attendance: Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Peter Cowles (WEMA), Russ Sienkiewicz (NPD), Gary Cromack (SAIC), Suzanne MacBain (SAIC), Butch Garrity (MSP), Bob Hassett (SFD), Melissa Nazzaro (NFD), Bernie Forgea (CFD/CPD), Manny Litos (Motorola), Ann Shea (MMC), Robert VanZandt (BFD), Kym Craven (Collins Center).

The meeting was brought to order by Russ Sienkiewicz at 12:31 pm. A round of introductions followed.

The committee reviewed the minutes from the June 17, 2014 meeting.

Motion: Tom Grady moved to approve the minutes of the June 17, 2014 meetings as submitted. Butch Garrity seconded. Motion passed.

A round of introductions followed.

Project Updates

WMRIC

Russ stated that a draft of the WMRIC project was sent out on Friday. Russ stated that he has reviewed it and it is well written. Butch Garrity agreed and suggested adding that addressing single points of radio failure as a priority under goals. Discussion followed concerning the seven single points of failure sites in Franklin County and the work around options available.

Kym went through each section individually to address any concerns. Some minor edits were suggested. Discussion followed concerning the Subcommittee member structure. Raine suggested voting to accept the background and bylaws.

Motion: Tom Grady moved to approve the WMRIC Organization and Subcommittee bylaws as discussed. Butch Garrity seconded. Motion passed unanimously.

Kym stated that the additional bylaws are intended to be ready as a contingency plan if the WRHSAC Council is dissolved. Kym stated that the additional bylaws are still in development. The outline has been developed but there is no outline for how the transition will occur. Kym suggested putting a few options on paper and to be evaluated at the time that they are needed to decide on the best course of action. Discussion followed concerning the subcommittee becoming incorporated four to six months after the Council dissolves and having the FRCOG act as the fiduciary. Kym will draft a flow chart of options.

Raine stated that the project was not completed as the scope was written. The invoice will reflect the deliverables met.

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Motion: Tom Grady moved to authorize Raine Brown to accept the contingency plan outline and to negotiate the invoice from the Collins Center. Butch Garrity seconded. Motion passed unanimously.

CMED

Raine stated that the EHP for Roosevelt Tower has not been approved yet by EOPSS. David Cruz stated that he will follow up on the EHP.

Hampshire Hills 800

Raine stated that there is currently enough funding to purchase three portable radios and three DVRs. These will be distributed to Goshen and Chester. Once the invoice for the WMRIC project is finalized, additional equipment will be ordered for Westhampton. Bernie Forgea thanked the Subcommittee for their support.

NWMIMT Field Comm Unit Equipment

Raine stated that one small piece of equipment has not been delivered yet. Once that is delivered the project is complete.

WMLEC Borden Microwave

Russ tabled this discussion for the Consultant update.

Hovey Hill

Russ stated that this project will be updated in the Consultant report.

WMLEC to MSP

Russ stated that this project will be updated in the Consultant report.

Westfield River Corridor

Russ stated that this project is listed on the agenda as a place holder. Tom stated that he attended the Chairs meeting last month. EOPSS is looking more favorably at shifting unspent funds to other Councils that have projects ready to move forward. EOPSS would like to move away from purchasing equipment at the end of the funding cycles with remaining funds.

Interoperability Consultant Report

CMED

Gary Cromack stated that the CMED license for the microwave from Roosevelt tower to Holyoke hospital was received on July 2nd. All of the equipment has been delivered by Motorola. Installation is on hold until the hospitals complete internal telecom wiring. Tom stated that the installation of the telecom wiring is taking longer than expected because the installation affects the air handling system.

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WMLEC Borden Microwave

Gary stated that he compiled three options for the Borden to Lenox microwave link. Discussion followed. A consensus was made to pursue the option to install fiber between the MSP building and the H frame shelter and to reassign the microwave that was purchased for this site. Raine stated that she will draft a PJ and submit it to EOPSS for approval. Gary stated that he will give Raine all of the technical specifications and a budget estimate.

Hovey Hill

Gary passed out coverage maps to show different coverage possibilities. Gary will reach out to the tower owners and find out what space is available. Gary stated that he is working to get a letter of concurrence from the towns of Troy and Rensselaer. Russ stated that he would like to attend the face to face meeting. Discussion followed.

Gary suggested that the Subcommittee consider a monitoring system for the WMLEC system as one of the next priorities. Russ asked Gary and Suzanne MacBain to put together an estimate. Raine stated that the project can be added to the secondary project listing. Manny Litos offered to give a presentation about the monitoring system. Russ suggested inviting the CommT's to the presentation.

Requests

No requests were presented.

Old Business

Raine stated that the Council has invested \$57,593.55 into the Field Comm Unit 50 to date.

Raine stated that the videos created for the Communications 101 Training will be available on the FRCOG website next week.

New Business

No new business was discussed.

Business Unforeseen by the Chair

Butch stated that the Franklin County communications system has been working poorly for the last six weeks. Technicians from Harris have come out to look at the system. It was discovered that the installation done by Comtronics had multiple issues. The power supply was not set up correctly and there is no evidence that the system was optimized. The system fixes should be completed this week. Tom stated that communications on these types of issues are important. Melissa stated that a distribution list of core users and CommLs be created.

Next Steps/Future Meetings

Raine suggested not holding a meeting in August. There are no presentations pending and the FFY11 and FFY12 will be wrapped up and the FFY13 projects are ongoing.

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The next meeting is scheduled for September 16th at 12:30 at WMEMS.

There being no further business Tom Grady motioned to adjourn. Butch Garrity seconded. The motion was voted unanimously.

The meeting adjourned at 2:37 pm.

Respectfully Submitted by
Gretchen Johnson
Homeland Security Program Assistant
Franklin Regional Council of Governments